

Convincing Your Boss to Allow You to Telework

Teleworking a position where you presently work, which pays a U.S. salary and is in your preferred field, is something all family members should consider before they go overseas. You will maintain your salary, contacts, skills, and continuity on your resume. Getting your manager to agree might not be easy, but it is worth trying.

Show you have the skills to pull it off

When asking to telework, reference past evaluations that had positive comments related to critical telecommuting traits, such as: initiative, ability to work without supervision, communication skills, etc.

If you are a new hire, prove your ability to telecommute productively using examples from past experiences.

Detail it out

- Duty by duty, explain how you will be able to do these activities overseas (e.g. in-person meetings will become phone, Skype or Webex meetings). If there are duties that you cannot do, propose alternatives (e.g. swap duties with another coworker).
- If your productivity is not currently measured in a detailed way, you may want to establish key milestones so you can measure your productivity overseas.
- If you have a lot of duties that you cannot telework, you might offer to reduce your hours to part-time.

Show them the money

Teleworkers save companies money.

- Point out that they don't need to pay for your office space, furniture, or support. Ask the office manager how much it costs to support one employee and present this figure to your manager – it's more than you think.
- You may also want to offer to use your personal computer or other equipment and offer to cover your internet and phone expenses.
- Also, don't forget to point out that it costs money to recruit, hire, and train a new person.

Make yourself accessible

- Offer to keep all or some U.S. hours regardless of the local time so you're available when people need you.
- Offer to travel as needed on a regular basis, for example, travel back to headquarters twice a year (agree in advance who will pay for what).
- Or, offer to travel back at your expense to re-connect with co-workers and cement relationships and/or go into the office while you are on Rest & Relaxation (R&R).

Offer a trial period now and later

While you are still working for your company, offer to telework once a week (or more) for a period, to show that it can work. Also, let them know that if they agree to let you telework overseas, you will agree to a trial period. If after this trial period they are not satisfied, agree to resign or return to the office (if this is an option you want to offer). They don't want to have fire you and you don't want to leave on a bad note.